First United Methodist Church of Park Ridge

Job Description

Effective: June 2015

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Youth Director</th>
<th>Reports To:</th>
<th>Pastor</th>
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</thead>
<tbody>
<tr>
<td>Job Status:</td>
<td>EXEMPT - Part-Time 15 hours</td>
<td>Salary Range:</td>
<td>$12,500 - $15,600</td>
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</tbody>
</table>

Interested candidates should email their resume to: kerin1@icloud.com

Supports the Pastors, other staff members, the congregation and community in spreading the gospel of Jesus Christ and fulfilling the mission of the church. Coordinates ministry with and to youth and college age students.

**Essential Duties and Responsibilities:**

- Design and implement a youth ministry that incorporates education, fellowship, mission, and worship in a way that deepens the spiritual development of students in middle and high school;
- Recruit, train and schedule volunteers to work with youth in Sunday School, special events, youth group, fundraisers, and mission trips;
- Communicate regularly with youth and youth families through email, social media, text, bulletin and newsletter announcements and phone calls;
- Coordinate youth programming with other educational programming in the church, always intentionally including youth in the life of the church;
- Maintain youth budget and oversee fundraising activities to support youth trips and activities;
- Order curriculum and materials needed to implement Sunday school programs and other youth events;
- Attend events in the community with and for youth, i.e. sporting events, plays, concerts, etc.
- Work with Pastor and Worship Committee to celebrate special Sundays: Bible Sunday, Graduate Sunday, Rally Day, etc.
- Attend Sunday workshop and lead youth Sunday school
- Maintain database of information on youth, families, allergies, permission/health forms;
Other Responsibilities:

Attend Staff Meetings, Discipleship Team and occasional church committee meetings

Minimum Qualifications:

- Strong computer skills including Microsoft Office Suite and the Internet are required.
- Basic understanding of and ability to use standard office equipment.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence and memoranda. Ability to write simple correspondence. Excellent interpersonal, verbal and written communication skills in English required. Ability to effectively present information in one-on-one and small group situations to church staff, congregation and the general public.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Certificates, Licenses and/or Registrations:** None

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of First United Methodist Church.
- **Spiritual Maturity:** Models faith through words and actions and is able to articulate a personal spirituality to others.
- **Team Building Skills:** Must be a team player able to work well independently or with others and understand instructions within the scope of the larger picture.
- **Interpersonal Skills:** Demonstrates an ability to work with and lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Self Starter:** Must be friendly and professional, self-motivated and organized with the ability to multi-task and exercise good judgment and discretion.